



Mahmoud Selim

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Personal Skills

- Eager to learn
- Ability to work under pressure
- Strong decision maker
- Complex problem solver
- Can work alone or through team
- Very good communication skills
- Service-focused

Other Skills

- Microsoft Word
- Microsoft Excel
- Microsoft Dynamics 2012

Hobbies

- Theater acting & directing
- Video making
- Photoshop
- Illustrator
- Premiere Pro
- Football

Experience

Area Mayor : 2018 - 2021

Elmanus.com, Cairo

- Collecting restaurants data to update it on the system.

HR Specialist & CEO Secretary : 2015 - 2018

El Majed for Oud, Riyadh

- Motivate and coach employees .
- Prepare a payroll attendance and leave reports.
- Resolve conflicts and handled complains between employees and supervisors .
- Recruit and hire employees .

Store Manager : 2014 - 2015

Mami Store, Cairo

- Answer customer questions and resolve service issues in a timely manner.
- Order supplies and keep inventory at optimal levels.

Marketing Specialist : 2012 - 2014

Smart Vision Advertising, Dubai

- Communicate with companies in Dubai and conduct interviews with officials .
- Communicate with governmental entities to create magazines and publications for them .

Sales Man : 2009 - 2012

Eid Labib Stores, Cairo

Education

Bachelor of Law